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2 December 1983

1. Office Christmas Party

The Office of Security Christmas Party will be held in the [redacted] on 15 December from 1700 to 2300 hours. The activities planned could make this year's party the best yet! All employees are urged to make reservations as soon as possible. [redacted]

2.

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3. Security Escort Program

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The Security Escort Program, an effort directed by the Office to facilitate the services of uncleared personnel to Agency facilities, has several daytime hours vacancies which need to be filled immediately. All Agency employees, GS-06 and below are eligible, schedule permitting. Interested personnel contacting the Program Coordinator on extension [redacted] will be given prompt consideration. [redacted]

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4. DDA Quarterly Review

[redacted] commented that the recent DDA Quarterly Review, the first for FY 1984, was very well received. The DDA expressed his satisfaction with the topics presented and encouraged Office management to prepare and plan for the increased placement of Security Officers at various overseas posts. [redacted]

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